

Register Today To Earn Your Complete General Industry Level One Certificate!

Registration Begins: December 1, 2015



This class is limited to four people from one company. Class Size: 30 students.

MTI LEVEL ONE BOOT CAMP

March 7, 8, 9, 10, 2016

March 14, 15, 16, 17, 2016

Registration/Sign-in: 8:30 am

Classes: 9:00 am to 4:00 pm

**Price For All Eight Days
\$765**

Eight Day MTI Level One Boot Camp

Lansing Community College, West Campus
5708 Cornerstone Drive
Lansing, Michigan 48917

Week One:	MIOSHA Recordkeeping and the Cost of Injuries	Monday, March 7
	Elements of a Safety and Health Management System	Tuesday, March 8 Wednesday, March 9
	When MIOSHA Enforcement Visits	Thursday, March 10
	Job Safety Analysis Made Easy	Thursday, March 10
Week Two:	Human Factors Engineering	Monday, March 14
	MIOSHA General Industry 10-Hour ⁺	Tuesday, March 15 Wednesday, March 16 Thursday, March 17

For additional seminar dates and locations visit our website at:

www.michigan.gov/mioshatraining

Who Should Attend The Boot Camp?

MTI Boot Camp has been especially prepared for those students who have not taken any MTI courses previously and have an interest in improving their knowledge of safety and health in the workplace. The courses, taught entirely by experienced MIOSHA Consultation Education and Training (CET) consultants, provide continuing education credits and maintenance points as well as an opportunity for students to be recognized for their educational efforts and increased technical expertise. Attending MTI courses may qualify an employer for “good faith” credits during a MIOSHA inspection which may lead to a reduction in penalties.

MIOSHA Training Institute

MIOSHA Consultation Education and Training (CET) Division and Macomb Community College (MCC) have developed the MIOSHA Training Institute (MTI) through a formal alliance. The MTI introduced an Assessment-Based Certificate program, effective October 1, 2007. The Boot Camp series consists entirely of the Level One General Industry courses. Additional courses are offered throughout the state in sponsorship with other M-TECSM facilities, community colleges, and safety and health organizations. To learn more about the certificate program, log-on to the CET Division website at www.michigan.gov/mti.

Level One courses are designed for safety and health coordinators, committee members, and others interested in general safety and health information. Level One allows the participant to begin the process of developing a safety and health management system while becoming familiar with MIOSHA Standards and other relevant topics. Upon successful completion of the Boot Camp, participants will earn the MTI General Industry Level One certificate.

Credits Available

Course Title	ABIH IH CM	ABIH Safety CM	BCSP COC CM	CCHEST CM	IHMM CMP	MDEQ CECs	MCC CEUs	MTI Level One
General Industry Safety and Health								
† MIOSHA General Industry Ten Hour +		3.0	1.8	1.8	18		1.8	3 Day
† Elements of a Safety & Health Management System	2.0		1.2	1.2	12		1.2	2 Day
Human Factors Engineering	1.0		0.6	0.6	6		0.6	1 Day
Job Safety Analysis Made Easy		0.5	0.3	0.3	3		0.3	½ Day
MIOSHA Recordkeeping and Cost of Injuries		1.0	0.6	0.6	6		0.6	1 Day
When MIOSHA Enforcement Visits		0.5	0.3	0.3	3		0.3	½ Day

† Required for General Industry Safety and Health Level One MTI Certificate

New

MIOSHA Education Training Materials Has Gone Electronic

MIOSHA Training Institute (MTI) classes has changed the delivery of its printed education materials to an electronic format.

Before this program, registered attendees will receive an e-mail with a link and instructions for accessing electronic presentation slides. The handout can be printed in advance or downloaded onto a laptop, tablet or smartphone to view during the seminar or workshop. A flash drive will be provided at the class which will include additional handouts and reference materials.

Important: When registering, please provide your complete email address.

Remember to download your course handout ahead of time!

Frequently Asked Questions

Q: How will I receive my materials?

A: You will receive an e-mail from this cosponsor, which will include instructions and a link to the MIOSHA website. Download the handout to your computer or other device before traveling to the class. Additional materials will be provided to you in class on a flash drive.

Q: Which e-mail address will materials be sent to?

A: The link will be sent to your e-mail address. Make sure that you provide us with your valid e-mail address (where you want the handout link to be sent).

Q: Will I be able to print my materials at the seminar or workshop?

A: Print or download the presentation slides before you arrive for the class. No printing services will be available.

Q: What electronic format will the handouts be in?

A: All materials will be available as PDF documents.

Q: Will I be able to charge my device at the seminar or workshop?

A: We recommend that your device is fully charged before you arrive. Charging stations may not be available in the classroom.

Q: What happens if I do not receive an email?

A: In the unlikely event that you do not receive the link via email, please call the Contact Number listed on the next page for assistance.



Monday

March 7, 2016

MIOSHA Recordkeeping and Cost of Injuries

This MIOSHA program is designed to help employers ensure that their organization complies with MIOSHA recordkeeping requirements as contained in MIOSHA Administrative Rules Part 11, Recording and Reporting of Occupational Injuries and Illnesses. In addition to learning and understanding the “recordability” of work related injuries and illnesses, attendees will actively participate in a group exercise to complete the MIOSHA 300 log. Using this data, participants calculate injury and illness rates and learn how to compare these rates to other companies with their North American Industrial Classification System (NAICS).

- ▶ Overview of CET Services
- ▶ Administrative Rules, Part 11
- ▶ MIOSHA Log 300
- ▶ Review of Reporting and Recording of Occupational Injuries
- ▶ Questions and Answers

Tuesday and Wednesday

March 8 & 9, 2016

Elements of a Safety and Health Management System

The attendee will learn that an effective Safety and Health Management System (SHMS) has proven to be a decisive factor in reducing the extent and severity of work-related injuries and illnesses. The result is lower accident-related costs, reduced absenteeism, lower turnover, higher productivity, and improved employee morale. Attendees will also learn the critical elements of an effective SHMS and how they inter-relate to each other, participate in group exercises to evaluate their current SHMS, and learn effective ways to improve their current SHMS.

- ▶ Gain a greater understanding of a SHMS.
- ▶ Define the 5 critical elements of a SHMS.
- ▶ Discuss the key processes of each of the 5 critical elements.
- ▶ Plan Evaluation.



Thursday (AM)

March 10, 2016

When MIOSHA Enforcement Visits

Attendees from both the construction and general industry sector will gain an insight of the process and procedures a MIOSHA compliance officer follows while conducting a workplace inspection and how to respond to MIOSHA citations. Topics covered include inspection types, employer/employee rights and responsibilities, and penalty reduction factors. This program will assist students in preparing for an inspection and students will work through a sample citation. Students will be provided with hands-on exercises to reinforce the principles that are discussed in the course.

- ▶ Identify Multi Employer Worksites
- ▶ MIOSHA Inspection Process
- ▶ Informal Settlement Agreements
- ▶ MIOSHA Appeals Process
- ▶ Preparing for a MIOSHA Inspection
- ▶ Classroom Activities

Thursday (PM)

March 10, 2016

Job Safety Analysis Made Easy

Job Safety Analysis (JSA) has been identified as a key component in an effective Safety and Health Management System. Training will provide attendees with the tools and knowledge required to prioritize, create, use, and review a JSA program to enhance their overall Safety and Health Management System. In addition, worksite analysis is one of the five required elements used to judge a company's readiness for inclusion in the prestigious Michigan Voluntary Protection STAR program. The JSA training will help participants justify the need for a hazard identification program to their upper management and create buy-in from production employees.

- ▶ Describe what a Job Safety Analysis (JSA) is and the purpose.
- ▶ Introduce some basic skills in the recognition and control of occupational hazards.
- ▶ Introduce JSA techniques and create simple and effective JSA.
- ▶ Identify how to use a JSA within Safety and Health Systems.



Monday

March 14, 2016

Human Factors Engineering

This program is designed to provide a basic understanding of human factors engineering, otherwise known as “ergonomics,” and the implementation of a successful ergonomics program. Upon defining some key terminology and discussing some background information, this seminar will then identify common ergonomic disorders and primary risk factors. The importance for building a case for implementing an ergonomics program and the elements of an ergonomics program will also be covered. Attendees will then learn how to perform incidence rate calculations followed by a presentation on MIOSHA’s ergonomic initiatives. Additionally, ergonomic risk factor identification will be emphasized through use of a video and a class exercise. Another class exercise will present methods for analyzing workplace records to establish the need for implementing an ergonomics program. Attendees will also be provided with a variety of ergonomic resources.

- ▶ Define “ergonomics” and “WMSD.”
- ▶ Identify:
 - ▶ Ergonomic disorders and risk factors.
 - ▶ Basic ergonomic solutions.
 - ▶ Importance of building a case for an ergonomics program.
 - ▶ Elements of an ergonomics program.
 - ▶ Calculation of ergonomic incident rates.
 - ▶ MIOSHA ergonomic initiatives.

Tuesday, Wednesday, and Thursday

March 15, 16, & 17, 2016

MIOSHA General Industry 10-Hour ⁺

In today’s challenging business climate, many employers are faced with the need to have their employees be able to perform new or multiple job functions. As personnel shift to accommodate business needs, it is essential to have staff understand the importance of safety and health management and the underlying effect it has on business. In three days this fundamentals course offers the resources and tools to create or enhance an effective safety and health management system, a review of the MIOSHA Act, and highlights of many key General Industry Safety and Health Standards.

Topics include elements of a comprehensive safety and health system, recordkeeping, accident investigations, inspections and citations, written program requirements, introduction to industrial hygiene, respiratory protection, hearing conservation, bloodborne infectious diseases (BIDs), eyewash and first aid requirements, ergonomics, hazard recognition, and machine guarding.

- | | | |
|---|--|---|
| ▶ Accident Investigation | ▶ Hazard Recognition and Self Inspection | ▶ Elements of a Safety & Health Management System |
| ▶ Ergonomics | ▶ Machine Guarding | ▶ Introduction to Industrial Hygiene |
| ▶ First Aid, Eye Wash, and Bloodborne Infectious Diseases | ▶ Respiratory Protection | ▶ Required Written Programs |
| ▶ Act 154 Inspections & Citations | ▶ Recordkeeping | |
| | ▶ Hearing Conservation | |

Registration Information and Form

Eight Day MTI Level One Boot Camp

March 7, 8, 9, 10, 2016
March 14, 15, 16, & 17, 2016

Location:

Lansing Community College
West Campus, (Eaton County)
5708 Cornerstone Drive
Room M105
Lansing, Michigan 48917

**Price for All Eight Days
\$765**

Two Easy Ways To Register

By Credit Card



Secured Internet:

<https://bciwebregistration.lcc.edu>

Select: Courses "By Program"

Click: MIOSHA

By Check



Fill out application and mail to:

Lansing Community College
BCI-Registration
Mail Code 6000W
P.O. Box 40010
Lansing, MI 48901

Yes! Enroll Me Today!

This Boot Camp was especially prepared for new students interested in an overall introduction to specific topics that will help them build a basic safety and health management system. As such, attendees shall be required to sign-up for the entire two week MTI Boot Camp. A MTI Boot Camp certificate will be issued in addition to a Level One Certificate. Under this format, no refunds or make-ups will be available. If a student misses one or more days of the course for which they wish to receive credit, they shall be required to take and pay for the same course at a different time and location.

Individual certificates of attendance will be given for each class. However, to receive a MTI Boot Camp certificate and credit, students will be required to obtain a passing score of 70% on the assessment that accompanies each course. Assessment testing will be administered at the end of each course.

MIOSHA reserves the right to change the curriculum as needed for the Level One certificate.

**The price includes all course material, refreshments
during breaks, breakfast and lunch.**

The MTI Level One Boot Camp is accessible and barrier free. Please contact either the Lansing Community College or the MIOSHA CET Division, at least two weeks in advance, to request necessary accommodations.

The meeting site and parking is accessible. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone. People with disabilities requiring additional services (such as materials in alternative format) in order to participate in the meeting should call (517) 284-7720. The Department of Licensing and Regulatory Affairs is an equal opportunity employer/program.

www.michigan.gov/lara

Complete Separate Registration Form For Each Attendee

Name: _____

Employer's Name: _____

Residential Street Address: _____

City: _____ County: _____ State: _____ Zip: _____

Date of Birth: _____ (Required by Lansing Community College)

Phone #: _____ Alternative #: _____

Email Address: _____ (Required for Registration)

Please Enclose Check or Money Order Payable Made Payable To:
Lansing Community College

For More Information:

Patrica Koenig
(517) 483-1415 or (517) 483-1414
koenigp@lcc.edu

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Class Size: 30 students. Registration Deadline: March 2, 2016***